

## **CITY OF BURBANK**

### **HOUSING OFFICER**

#### **DEFINITION**

Under general direction, to plan, organize, and manage the operations and activities of the Housing Authority; and to do related work as required.

#### **ESSENTIAL FUNCTIONS**

Plans, organizes, and manages City sponsored government housing assistance programs and other related government programs; establishes goals and objectives; determines budgetary requirements within funding sources; makes effective recommendations for policy and procedure changes for program administration; provides financial counseling and supervises the processing of rental assistance payments; oversees and investigates possible fraudulent cases; maintains liaison with federal, state, and local agencies to keep up to date on changes in legislation, regulations, and availability of funds; coordinates activities with building inspection, code enforcement, and rehabilitation efforts; evaluates program effectiveness and recommends changes as needed; publicizes programs with citizens, property owners, realtors, and other parties; gathers, analyzes, and presents written and graphic data for boards, commissions, and public hearings; represents the Housing Authority in small claims and other court cases; supervises, trains, and evaluates employees; makes effective recommendations regarding hiring, promotions, and transfers; effectively recommends disciplinary action as needed up to and including termination; drives on City business.

#### **MINIMUM QUALIFICATIONS**

##### **Employment Standards:**

- Knowledge of - federal, state and local laws, rules, and regulations governing community development and housing program administration; housing and neighborhood revitalization; supervision and management techniques; small claims and municipal courts.
- Ability to - communicate effectively, both verbally and in writing; make oral presentations; establish and maintain effective working relationships with supervisors, fellow employees, and the public.

**Education/Training:** Any combination of education and/or experience that has provided the knowledge, skills, and abilities necessary for acceptable job performance as determined by the City. Example combination includes, but is not limited to graduation from an accredited college or university with a Bachelor's degree in public administration, planning, business administration, or a related field and four years of progressively responsible experience in housing programs, grants administration, or community development activities, including one year at the supervisory level.

**License & Certificates:** A valid California Class "C" driver's license or equivalent at time of appointment.

#### **SUPPLEMENTAL INFORMATION**

**Desirable Qualifications:** Bi-lingual (preferably Spanish and/or Armenian).